

# Trek Across Maine Requirements



Before you can ride in the Trek, please fulfill the following requirements:

- Raise a minimum of \$500 (\$400 for children 7 to 17 years old.) This can be a combination of billed pledges (\$25 or more), pre-collected pledges, matching gifts, and/or workplace giving donations.
- You must have your bicycle inspected by a certified bike shop prior to the Trek. Bring the *Bicycle Inspection Sheet* with you and have the mechanic doing the inspection complete and sign the form.
- Agree to abide by the *Trek Safety, Crash Prevention, and Code of Conduct* rules. We ask that you initial each statement and sign the form.
- Turn in all paperwork by Tuesday, May 20, 2014 (postmark date) and qualify for speedy check-in. All the forms you need are included in this packet.
- Please do not send in any paperwork after May 20. Once this cut-off-date has passed, please bring all paperwork with you when you check-in at Sunday River.

## Online Services

### 24-Hour Access to Your Own Information

- Help ALAME go paperless by entering pledges online from those who wish to have their pledges billed
- Edit your personal information
- Run reports to view your pledge information; total amounts; list of sponsors
- Create and email a personal web page to help with fundraising, or to recruit others to ride
- Run a report to view your team members
- Share your webpage and experience with family and friends

To access the online services, you will need a username and password. If you registered to ride online, you should have already created them. If not, please e-mail [trekacrossmaine@lungne.org](mailto:trekacrossmaine@lungne.org) to create a username and password.

# Raising Money for a Good Cause



The important thing to remember when you raise money for the trek is that you are raising money for the American Lung Association in Maine to help in the fight for air. Nearly 90% of the funds raised stay in our area and the remainder supports nationwide education and research.

Let your donors know why you support the American Lung Association in Maine (ALAME). You can even consider coming up with your own mission statement for why you support the work we do.

## FUNDRAISING CHECKLIST

- A brainstormed list of possible donors
- A pledge to yourself to show your commitment
- Personal letters with return envelopes for pledges
- A fundraising webpage using our online services
- List of fun ways to raise money (party, car wash, etc.)
- Ask businesses you frequent
- Thank you letters for all pledges
- Overall and monthly fundraising goals

### **The American Lung Association in Maine can help you reach your fundraising goal by making available:**

Literature that highlights our accomplishments and continuing work, press releases, tips for house parties and other fundraisers; and a video about the American Lung Association in Maine's work to share with your donors.

Also your trek handbook has an extensive fundraising section. You can also access it online at [biketreknewengland.org](http://biketreknewengland.org).

## Required Fundraising Procedures

*Important Note: All checks and money orders must be accompanied by a completed pledge sheet (also included in this packet).*

**Cash:** Please convert cash to a bank check or money order (not a personal check), and send to the American Lung Association in Maine on a regular basis.

**Checks:** Checks should be sent to ALAME (by the trekker) as soon as they are written or collected. All checks made payable to ALAME. Checks made payable to the trekker must be signed and endorsed "payable to ALAME."

**Billed Pledges:** Only pledges for amounts of \$25 or more can be billed. Bills are sent after the trek. The first billing is sent mid-July. After the last billing in October, unpaid pledges that represent the \$500 requirement must be collected or paid by the trekker.

**Online Services:** Donations can be made online using a credit card.

To enter pledges online, you need a username and password. If you registered to ride online, you should have already created them. Please e-mail [trekacrossmaine@lungne.org](mailto:trekacrossmaine@lungne.org) to create a username and password,

**Workplace Giving:** See reverse side for Frequently Asked Questions about workplace giving. ➡

Visit [biketreknewengland.org](http://biketreknewengland.org) for all referenced materials and further fundraising tips and ideas, or call 1-888-241-6566, ext. 0312.

The American Lung Association in Maine (ALAME) accepts donations toward trek pledges made through: United Way (UW), Maine State Employees Combined Charitable Appeal (MSECCA), Combined Federal Campaign (CFC), and Combined Health Appeal (CHA)



## Workplace Giving – Frequently Asked Questions (FAQ)

### What are the trek pledge requirements of workplace giving?

- Please designate the American Lung Association in Maine on your campaign form. Also, be sure to check the box that allows them to release your name and address to us.
- It is mandatory that we receive a copy of the completed campaign form, postmarked and mailed to the American Lung Association in Maine by May 20, 2014, to count toward your pledges. If your employer participates in online programs, please send us a letter/e-mail from your payroll department or from your campaign branch with your information and donation amount.

### Will the American Lung Association receive my entire donation amount?

- No. Most campaigns keep an average of 20% of the amount contributed for administrative and non-collectible fees. For example, if you contribute \$500 and designate it to the American Lung Association in Maine, we will actually receive and credit you the net amount of \$400.

### What are administrative and non-collectible fees?

- Administrative non-collectible fees are any fees the campaign may charge to process your payment, from working with your payroll department, to preparing reports and sending a check to the designated organization. For information on fees, please contact the agency directly.

### Why do I need to provide a report when my campaign sends you a report of my donation?

- To ensure that your donations are accurately credited to your trek account before the trek and we have the donor's name. Very few campaigns provide us with a report, or list of donors with names and addresses.

### When will American Lung Association in Maine receive the money I donate?

- Each campaign sends out donation checks at different times (quarterly, semi-annually and annually).
- We will add your workplace giving donations to your pledges as received for the current year's trek because we know it is already earmarked for our organization.
- If you are **not able to ride in the trek**, you can still support the American Lung Association in Maine by donating through Workplace Giving.

You can also ask your friends and co-workers to sponsor you through Workplace Giving. Just make sure the American Lung Association in Maine and your name are on their campaign form and that we receive a copy. We will credit it to your pledges.

Thank you. For questions please contact [trekacrossmaine@lungne.org](mailto:trekacrossmaine@lungne.org) or 1-888-241-6566, ext. 0312.